

# Building Effective Teams

## Course Contents

Building a team that can work well together is a vital skill. Developing long term benefits from team work- for the individual, the department and the organisation, is the key element for long term success.

### Who should attend this Course?

If you work with teams, or if you are a manager, leader, team leader, supervisor, foreman or project manager, this course will be ideal for you.

### What will you learn on this Course?

- How and why to motivate a team
- How to apply theories of motivation and identify group dynamics
- Implement a plan of action to strengthen a team
- Recognise the importance of providing effective feedback and recognising achievements

### Why should you attend this Team Building Course?

Motivation is how a worker is inspired to achieve a goal. It gives the worker a sense of purpose and achievement, as well as direction. During this course, you will learn how to motivate individuals as well as teams, so that, as a department or organisation – you can succeed.

Teams must be constantly measured for success – through job performance and individual capabilities. This must be fair and appropriate. By applying the skills covered on this course, team leaders will improve the efficiency of their teams, thus increasing productivity and reducing unnecessary costs.

Practical exercises and activities are included throughout the duration of the formative learning process. Group interaction and open discussions are encouraged for full participation of each learner.

After successful completion of this course, each learner will have the opportunity to submit a Portfolio of Evidence (PoE) to be assessed. The framework of the PoE will be included with the course material supplied, and explained in detail. Following submission of the PoE, competent learners will earn valuable credits and a statement of results from the Services Seta. A certificate with feedback will be issued by Keybase Training Solutions.

**Duration:** 2 Days

### Unit Standard Alignment

SAQA ID: 242819

US Title: Motivate and Build a Team

NQF Level: 04, 10 Credits

Prerequisites: Written and verbal communication skills – English - NQF level 3

### Training delivery Options:

Public or In-House